First Things First
Notice of Renewal Consideration

DATE: March 11, 2015

TO: Gila County Library District

FROM: Michael Strawther
                Fiscal Specialist

RE: Renewal Information for Fiscal Year 2016

The current Fiscal Year (FY) 2015 grant awards are approaching renewal consideration from the First Things First Gila Regional Partnership Council. Receipt of this packet does not guarantee renewal of the grant award; it indicates eligibility for renewal consideration. First Things First may renew grant awards based on a number of factors including past performance and response to this renewal package.

If renewed, the responsibility for adherence to all rules, regulations and terms and conditions set forth in the original Request for Grant Application (RFGA) or grant agreement will remain in effect for the contract period. This includes compliance with the appropriate standards of practice, program implementation, as well as timely submission of data and narrative reports and financial reimbursements.

The renewal package includes instructions and the following attachments:

    Attachment A – Program Implementation Questions
    Attachment B – Program Implementation Plan
    Attachment C – Line Item Budget and Budget Narrative
    Attachment D – Contract Service Units

The completed renewal package (Attachments A-D) must be **received** no later than **4:00 PM on April 3, 2015.** Submit via email to mstrawther@azftf.gov. Electronic submissions is preferred but if sending by standard mail, please send to my attention, First Things First, 4000 N. Central Avenue, Suite 800, Phoenix, AZ 85012.

Once received, responses will be reviewed and funding recommendations will be made to the Gila Regional Partnership Council and the Board of First Things First. First Things First staff may contact you for clarifications prior to making recommendations. Grant awards will be in effect from July 1, 2015 through June 30, 2016.

For questions, please contact me via email or phone, (602) 771-5097.

Thank you.

First Things First
Grant Renewal Instructions
July 1, 2015 – June 30, 2016

The following First Things First (FTF) grant is eligible for renewal by extending the current FY 2015 grant award. Programs in FY 2016 cannot be different in scope than from what was originally awarded.

Grantee Name:	Gila County Library District
FTF Grant Number:	GRA-RC004-14-0616-01-Y2
Strategy Name:	Parent Outreach and Awareness
Data Template(s) Assigned:	Parent Outreach and Awareness
Eligible Renewal Amount:	$ 65,000.00 The amount is subject to change pending legal and procurement review at First Things First. If a different amount is approved for renewal, an updated line item budget & budget narrative will be required.

The renewal package includes the completion and submission of Attachments A-D.

Program Implementation Questions (Attachment A)
Provide a narrative response to each question in Attachment A.

Program Implementation Plan (Attachment B)
Provide an updated implementation plan for FY 2016. The implementation plan should be related to the originally approved program activities, tasks, data collection, data submission, and process.

2016 Line Item Budget and Budget Narrative (Attachment C – must include both the line item budget and budget narrative)

FY2016 Contract Service Units (Attachment D)

Standards of Practice Updates: Utilization of the Standards of Practice are part of the requirements for all awarded grants and represent the intent for how specific strategies are to be implemented. Prior authorization is needed if the program deviates from the Standards of Practice. Grantees are responsible for reviewing and implementing the most recent versions of the Standards of Practice, located in the FTF Strategy Toolkit,
http://www.azftf.gov/pages/webmain.aspx?PageID=2D427ADB35B34BB09F353B77B74AB9BA.

Model Programs that Require Certification and Accreditation: It is the responsibility of the grantee to maintain accreditation/certification with national program models. Grantees are to include staff training, program model accreditation/certification and quality assurance and evaluation costs in budgets, as needed. Programs will need to refer to their national office and/or administrative home for cost information, if applicable.

Quality Assurance: It is the intent that each FTF grantee receives a targeted quality assurance (QA) visit within the cycle of their full grant period. The findings from targeted QA visits will also be used to assess grantee/program performance for renewal considerations. A grantee's performance is reviewed individually and not in comparison with other grantees when considerations are made.

Program Performance and Data Reporting Requirements: First Things First provides program information to the public, regional partnership councils, and the Board of First Things First. The information regularly provided includes data related to performance measures and target service units; prior program performance, including QA findings; information provided in program narrative reports; and financial/expenditure information. Regional partnership councils utilize this information in strategic planning efforts, to identify annual funding priorities, to assist with renewal decisions, to develop new or modified strategies, to review the impact of programs in the region and state, and to highlight achievements in system building.

Grantee Data Reporting Requirements are identified in each grant award and can be accessed in the FTF Strategy Toolkit, http://www.azftf.gov/pages/webmain.aspx?PageID=2D427ADB35B34BB09F353B77B74AB9BA. Please review the latest Data Reporting Requirements in preparation for implementation upon grant renewal.

Renewal Package Due Date: The renewal package must be *received* no later than *4:00 PM on April 3, 2015.* Submit via email or standard mail to:

> Michael Strawther, Fiscal Specialist
> Marjorie Bennett, Fiscal Specialist
> First Things First
> 4000 N. Central
> Phoenix, AZ 85012
> mbennett@azftf.gov
> mstrawther@azftf.gov
> (602) 771-5097

Attachment A

Program Implementation Questions

1. If applicable, explain any proposed modifications for FY16, including the change(s) to be made, how they were determined to be necessary, and how they will contribute to the success of your program. Please note that program modifications cannot deviate from the original scope of work or applicable standards of practice.

   - *Each month, over the last four and one half years, thirty-three children have graduated from the Dolly Parton Imagination Library Program because they reached their fifth birthday. This leaves a gap in the First Things First Parent Outreach Strategy of twelve months of non-service. During the past year, thanks to First Things First, Gila County Library District has been able to purchase a subscription to an award winning publication, LADYBUG or CLICK, for each of the children graduating from the program. We feel that this has helped extend the parent/child interaction through the gap. While the FY16 budget does not include these magazines, Gila County Library District will strive to find additional means to continue this important service.*

   - *Gila County Library District will continue encouraging the existing "Every Child Ready to Read" and "Brain Time" early literacy programs in libraries that provide training to parents about the importance of early literacy development for young children birth through age five. Since 2010, our Community Liaisons have conducted outreach in locations where parents of children ages birth to five years of age might be found. Nearly all parents in Gila County are now aware of this program or are being reached through other agencies. Therefore, we will not be employing Community Liaisons in this area for FY16. Gila County Library District will persist in its collaborative efforts with the Gila County WIC program, Battered Women's shelters, Teen Pregnancy Programs, and local hospitals striving to reach as many parents/caregivers of children birth through age 5 as possible with our Early Literacy message.*

Attachment B

Program Implementation Plan
2016

Activities	Task	Person Responsible	Date Task Will Be Completed/Timeline	Support Documentation
Timesheets/Payroll	Fill out timesheets	Pam Beerens	Weekly on Mondays	Filed with Gila County Payroll (Finance Dept)
	Process reimbursement request for Payroll from FTF	Pam Beerens	Monthly	Filed with FTF PGMS
Promotion of Early Literacy Programming in Gila County Registration of Children into Imagination Library	Register Children for Imagination Library	Public Library staff, other community agencies	July 2015 through June 2016	Registration forms will be turned over to Pam Beerens for input in IL System
	Locate Venues for Reaching Children whose parents don't come to library	Pam Beerens	Monthly	Found on IL System online http://www.imaginationlibrary.com/
	Data updates for change of address	Pam Beerens	Monthly	Handled online through IL System
Foundation Site	NCOA Alerts for "Bad" addresses	Pam Beerens	Monthly	Monthly reports online 2nd week of each month.
	Process invoices for book orders from Dollywood Foundation Imagination Library	Pam Beerens	Monthly	Filed with Gila County Finance Department
Invoicing	Process all other invoices for Early Literacy programming	Pam Beerens	As the need arises	Filed with Gila County Finance Department

	Input Paid Invoices to First Things First	Pam Beerens	Monthly	Filed with FTF PGMS
	Report Trainings to District Staff	Public Library staff	Quarterly	Email PUBLIC SERVICES LIBRARIAN
Data / Narrative Reports	Upload Data Report to FTF	Pam Beerens	Monthly	Filed with FTF PGMS
	Upload Narrative Report to First Things First	Pam Beerens	Quarterly	Filed with FTF PGMS
	Poll Kindergartens in all public schools for number of children not prepared for enrollment.	Pam Beerens	August 2015	Keep on file in Gila County Library District Office and report to FTF PGMS
Evaluation	Evaluate Survey Responses	Pam Beerens	September 2015	Email report to County Librarian and PUBLIC SERVICES LIBRARIAN
	Include Survey results in quarterly report	Pam Beerens	October 2015	Filed with FTF PGMS
	Mail Survey to parents of children registered as of February 1st during 4th qtr.	Pam Beerens	April 2016	Copy of Survey on File in GCLD Office and report to FTF PGMS
Satisfaction Survey to Parents	Receive surveys and report on results	Pam Beerens	June 2015	Include survey results in Final quarterly report to FTF PGMS

	Train parents/caregivers by attending parent meetings of various community entities during the year	Jacque Griffin, Pam Beerens,	As often as possible when the occasions arise	Filed with FTF PGMS Data Reports
Early Literacy Training	Train parents/caregivers by video presentation at WIC Clinics and take new registrations for Imagination Library	WIC Clinic Employees	Weekly	Data reports and quarterly narratives to FTF PGMS
	Continue one on one training w/parents	Public Library staff, Community agencies	Daily as the need arises	Filed with FTF PGMS quarterly reports

Attachment C (Instructions)

How to Complete the Line Item Budget and Budget Narrative

Complete a 12-month budget for the period July 1, 2015 through June 30, 2016 using the template provided. Please make sure to include the provided budget narrative which describes the proposed line item budget.

Please keep in mind items described in a line item budget and in more detail in the budget narrative should describe how the costs were determined and the public purpose for the cost related successfully implementing the project. Requested funds must follow these guidelines:

- Be necessary and reasonable for proper and efficient performance and administration of First Things First funds.
- Be authorized or not prohibited under State or local laws or regulations.
- Be consistent with policies, regulations, and procedures that apply uniformly to all costs charged and expended by the agency – consistent treatment of costs.
    - o For example – a cost may not be assigned to another grant award as an indirect cost if any other cost incurred for the same purposes in like circumstances has been allocated to the First Things First award as a direct cost.
    - o For example – a cost for a certain type of expense is charged one rate to another source of funding and a different rate to First Things First - this would not be consistent treatment of costs.
- Be determined in accordance with generally accepted accounting principles.
- Be adequately documented.
- All travel related costs for these trainings and meetings should be included in the Applicant's budget and calculated using the State of Arizona travel rate limitations for mileage, per diem and lodging as described on the budget narrative worksheet. For more information about the state requirements, visit http://www.gao.az.gov/travel/.
- Budget modification requests must be submitted via the FTF Partner Grant Management System (PGMS) Communication Log and approval received prior to the implementation of any of the modifications.

Attachment C

Line Item Budget

While you <u>must</u> use this format, you may reproduce it in Word or Excel. Limit your budget line items to the budget categories listed below.

Budget period: July 1, 2015 – June 30, 2016

Budget Category	Line Item Description	Requested Funds	Total Cost
PERSONNEL SERVICES		**Personnel Services Sub Total**	**$5,280.00**
Salaries	Public Services Librarian 16% of FTE	5,280.00	
EMPLOYEE RELATED EXPENSES		**Employee Related Expenses Sub Total**	**$2252.56**
Fringe Benefits or Other ERE	Social Security, Medicare, Worker's Comp.	414.48	
	Health Insurance and AZ Retire	1,838.08	
PROFESSIONAL AND OUTSIDE SERVICES		**Professional & Outside Services Sub Total**	**$45,640.00**
Contracted Services	Dollywood Foundation Imagination Library Books	45,640.00	
TRAVEL		**Travel Sub Total**	**$0**
In-State Travel Out of State Travel			
AID TO ORGANIZATIONS OR INDIVIDUALS		**Aid to Organizations or Individuals Sub Total**	
Subgrants or Subcontracts to organizations/agencies/entities			
OTHER OPERATING EXPENSES		**Other Operating Expenses Sub Total**	**$5917.44**
• Postage	1500 postcards and letters for parent survey	1,218.50	
• Printing/Copying	Printing 1500 letters, postcards & envelopes	328.00	
• Program Incentives	Promo first books Shipping for books	4000.00 344.94	
• Office supplies	2000 Labels for Registration Forms	26.00	
NON-CAPITAL EQUIPMENT		**Non-Capital Sub Total**	
Equipment $4,999 or less in value			
Subtotal Direct Program Costs:			**$59090.00**
ADMINISTRATIVE/INDIRECT COSTS		**Total Admin/Indirect**	**$5910.00**
Indirect/Admin Costs	10%	$5910.00	
Total		**$**	**$65000.00**

Authorized signature_____   Date_____

Attachment C (Continued)

Budget Narrative

The purpose of the budget narrative is to provide more clarity and detail on the various budget line items. The budget narrative should explain the criteria used to compute the budget figures on the budget form. Please verify that the narrative and budget form correspond and the calculations and totals are accurate. ***Please include one narrative that matches the 12-month line item budget categories and subcategories.***

Personnel Services: *Include information such as position title(s), name of employee (if known), salary, time to be spent on this program (hours or %), number of months assigned to this program, etc. Explain how the salary rate for each position was determined. If salaries are expected to increase during the project year, indicate the percentage increases for each position and justify the percent of the salary increase. Also, be sure to include the scheduled salary increases on the Budget Form.*

The Public Services Librarian spends approximately 16% of her time annually as staff for this grant. This is direct staffing, and includes data input for new registrations to the Imagination Library, data updates for address changes, collection of statistics from libraries and Liaisons, processing invoices, ordering and distributing first books, tracking timesheets for the Liaisons each week, monthly reimbursements and quarterly reports. In an attempt to more accurately reflect the true cost of staffing this grant, 16% of the Public Services Librarian salary will be allocated to this grant.

33,000 x 16% = **$5,280.00**

Summary of Personnel Services:
Public Services Librarian- $ 5,280.00

TOTAL PERSONNEL SERVICES: **$5,280.00**

Employee Related Expenses: Include a benefit percentage and what expenses make up employee benefit costs. Indicate any special rates for part-time employees, if applicable. Explain how the benefits for each position were determined. If using a fringe benefit rate, explain how this percentage is justified or approved by your agency.

Gila County provides matching funds for:

FICA at 6.2%	$327.36
Medicare at 1.45%	76.56
Workers Comp. Insurance at .20%	10.56
	$**414.48**

In addition, Health Insurance (calculated at 16% of $7,660) and the County's contribution for Arizona State Retirement (calculated at 11.6% of $5,280) is included, as follows:

Health Insurance	$1,225.60
Arizona State Retirement	612.48
	$1,838.08

TOTAL EMPLOYEE RELATED EXPENSES: **$ 2,252.56**

Professional and Outside Services: *If professional consultants/services costs are proposed in the budget, define how the costs for these services were determined and the justification for the services related to the project. Explain how all contracts will be procured.*

- Gila County Library District will continue to contract with the Dollywood Foundation Imagination Library to supply a book a month by mail to any child registered in the program. Rate of $28.00/year per child with a goal of 1630 for a total of **$47,600.00**.
- We will not be contracting with an evaluator in order to conduct a survey of all the Kindergarten teachers at all the schools to find out how many children entered school in August 2014 unprepared for reading readiness. The survey will be conducted by the Public Services Librarian.

Total Professional & Outside Services: **$47,600.00**

Aid to Organizations or Individuals: *In the event that this application represents collaboration and the contract will be utilizing other sub grantees or subcontractors to perform various components of the program, include a list of sub grantees, programmatic work each sub grantee will perform, and how costs for each sub grantee are determined.*

Other Operating Expenses: *Explain each item to be purchased, how the costs were determined and justify the need for the items. All purchases should be made through competitive bid or using established purchasing procedures. All items should be categorized in the following categories: Telephones / Communications Services, Internet Access, General Office Supplies, Food, Rent/Occupancy, Evaluation (non-contracted and non-personnel expenses), Utilities, Furniture, Postage, Software (including IT supplies), Dues/Subscriptions, Advertising, Printing/Copying, Equipment Maintenance, Professional Development/Staff Training, Conference Workshops/ Training Fees for Staff, Insurance, Program Materials, Program Supplies, Scholarships, and Program Incentives*

- Postage for 1500 surveys (letters and return address postcards) for parents estimated at $1,218.50
- Printing of 1500 letters, postcards & envelopes estimated at $328.00.
- Promo first books and shipping estimated at 4344.94.
- 2000 labels for mailings, $26.00.

Total Other Operating Expenses: **$5,917.44**

Non-Capital Equipment: *For items with a unit cost less than $5,000 and an initial estimated useful life beyond a single year, explain each item to be purchased, how the costs were determined and justify the need for the items. All purchases should be made through competitive bid or using established purchasing procedures. For example, items such as computers, printers, projectors, etc. each with a unit cost less than $5,000.*

Administrative/Indirect Costs: *Administrative costs are general or centralized expenses of overall administration of an organization that receives grant funds and <u>does not include</u> particular program*

costs. For organizations that have an established federally approved indirect cost rate for Federal awards, indirect costs mean those costs that are included in the organization's indirect cost rate. Such costs are generally identified with the organization's overall operation and are further described in 2 CFR 220, 2 CFR 225, and 2 CFR 230.

Applicants must list either Option A or Option B and provide proper justification for expenses included:

> **X   Option A - Administrative Costs***: with proper justification, sub grantees may include an allocation for administrative costs for up to 10% of the total direct costs requested of the grant request. Administrative costs may include allocable direct charges for: costs of financial, accounting, auditing, contracting or general legal services; costs of internal evaluation, including overall organization's management improvement costs; and costs of general liability insurance that protects the organization(s) responsible for operating a project, other than insurance costs solely attributable to the project. Administrative costs may also include that portion of salaries and benefits of the project's director and other administrative staff not attributable to the time spent in support of a specific project.*

OR

> ☐ ***Option B - Federally Approved Indirect Costs****: If your organization has a federally approved indirect cost rate agreement in place, grantees may include an allocation for indirect costs for up to 10% of the direct costs. **Applicants must provide a copy of their federally approved indirect cost rate agreement**.*

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs that are usually treated as indirect.

Total Administrative Costs: **$5,910.00**

Authorized signature_____   Date_____

Attachment D

FY2016 Contracted Service Units

Lead Strategy – Parent Outreach and Awareness

There are assigned Service units for the strategy award from First Things First. Given the Listed Service Unit, provide a contracted number for FY 16.

Number of books distributed: 21,600
Number of events held: N/A
Number of resource guides distributed: N/A
Number of workshops held: 10
Number of participating practices: N/A

Important Items to NOTE:
- **If you are providing a Service Unit different than the FY15 contracted number, provide a brief description explaining the change.**
- **If you are not providing services for a particular Contracted Service Unit within the assigned Strategy please indicate with "NA".**

IMPORTANT: Please find the full listing of First Things First Target Service Unit descriptions loaded in PGMS under Grantee Resources within a folder called Target Service Units.